

Paraphrasing and paragraphs: Nick's difficulties

A) Remember Nick? The poor guy has another report to write, this time on companies and the way they invest in the training of their employees. This is what Nick has so far.

Investing in employee training is essential for a company's success. This makes the company more competitive and helps it achieve its goals. Therefore, companies should make training a priority for all employees.

- What claim is Nick making? Highlight it.
- What is missing from Nick's paragraph?
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B) Nick has three pieces of evidence from his notes to support his claim.

1. Which evidence is best suited for the paragraph?

- ☐ "Introducing new office technologies sometimes causes confusion among staff, but it can lead to increased efficiency over time." (Barnes, 2023, p.172)
- ☐ "Employees who receive structured training often learn how to manage their tasks better and take on new responsibilities, overcoming initial difficulties with new skills." (Buster, 2024, p. 4)
- ☐ "Employees who attend team-building workshops often improve their communication skills, which helps them work better with colleagues." (Taylor, 2024, p.18)

2. How can Nick paraphrase it? Write your paraphrase below, and don't forget the citation!

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C) Where would you place your paraphrase in Nick's draft paragraph? Tick the appropriate box.

- ☐ Investing in employee training is essential for a company's success. ☐ This makes the company more competitive and helps it achieve its goals. ☐ Therefore, companies should make training a priority for all employees. ☐

D) In the end, despite many good drafts, this is the paragraph Nick ended up with.

Match each sentence in the paragraph to the function it performs. Draw a line to connect each sentence to the correct function box.

Nick's paragraph

Investing in employee training is essential for a company's success.

This makes the company more competitive and helps it achieve its goals.

Providing structured training helps employees improve how they manage tasks.

It also allows them to take on additional responsibilities, despite difficulties when learning new skills (Buster, 2024).

For example, if a retail employee receives training in stock management software, they can reduce ordering errors and ensure products are available for customers.

As a result, the business operates more efficiently and customer satisfaction improves.

Therefore, companies should make training a priority for all employees.

Functions of a paragraph

Which sentence tells you the main idea?

Which sentence gives examples?

Which sentences provide evidence?

Which sentences offer explanation or further details?

Which sentence wraps things up or links back to the main idea?